Kentucky Department of
Our
Children,
Our
Commonwealth
Education

Kentucky LEP Extract

Gary Martin, ELConsultant

Overview

- The LEP extract is generated by Kentucky School Districts to aid in maintaining English Learner (EL) data at a district level throughout the year and for data verification for final data extract by KDE. The data this report helps to maintain is then pulled by the state via the LEP Extract in Infinite Campus State Edition.
- The LEP report consists of a CSV state format file and a warning report. There is also an HTML version of the extract available for testing and validation purposes. The warning report runs before the final extract can be produced.

Data Verification Timeline

Districts Begin Running LEP Extract

- **May 1**

District Data Verification and Cleanup Window

- **May 1-31**

Final Data Extract pulled by KDE from Infinite Campus

- **June 1**

LEP Extract

Path: KY State Reporting>LEP Extract

Inclusion Criteria

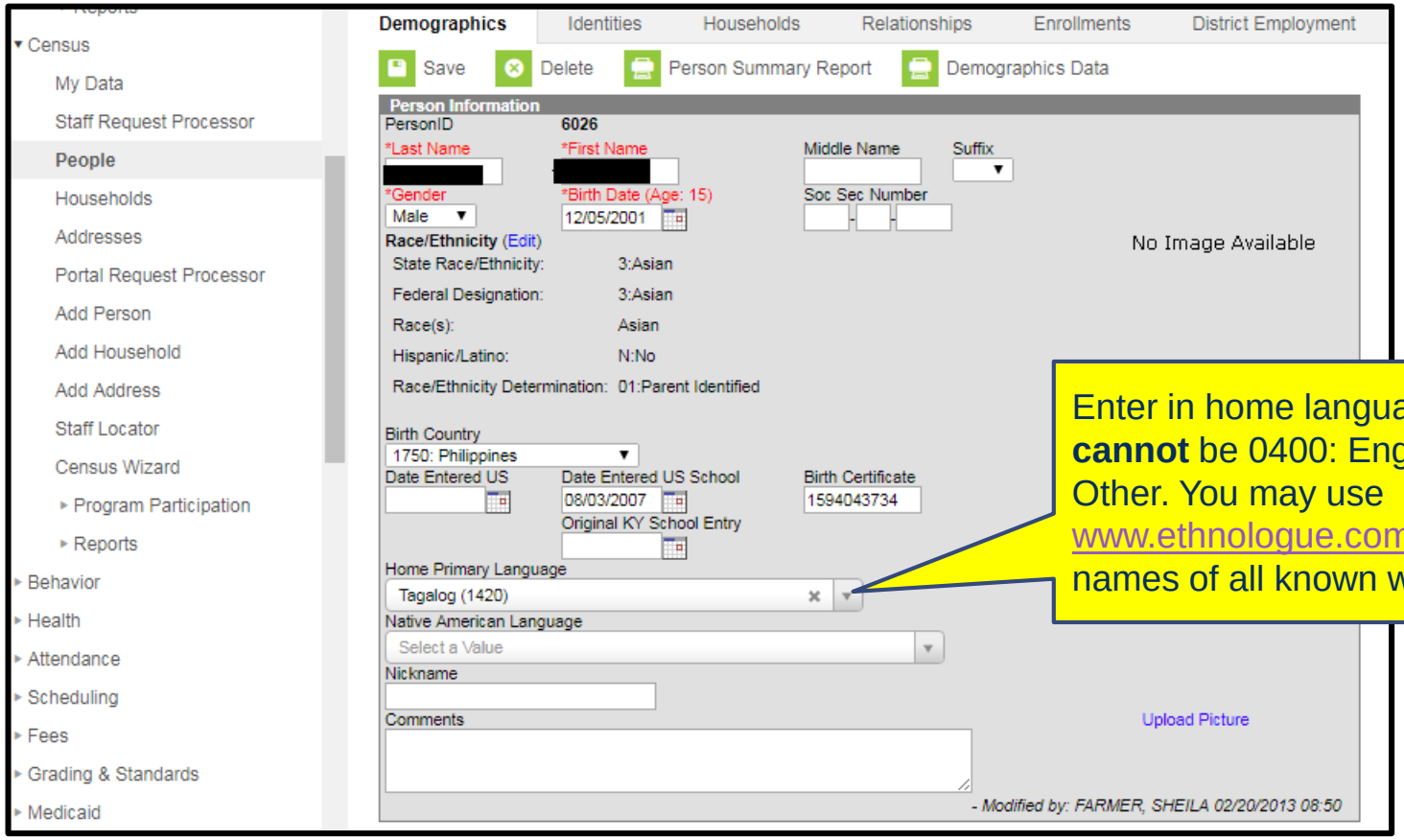
- Students in Grades 00-12 and Grade 14
- Student must have been enrolled and have an LEP record with a start date that falls within the start and end dates in the extract editor. (July 1 to June 30 of current school year)
  - **The student must have Program Status = EL on the most recent record**; all other statuses will not produce a record on the extract.

LEP Extract Inclusion Criteria

- Home language field must be selected as a language other than English on the most recent Primary enrollment within the district for the current school year (July 1 to June 30).

HOME LANGUAGE

Path: Student Information>General>Enrollment Tab>State Reporting Fields



Enter in home language, which **cannot** be 0400: English or 1630: Other. You may use www.ethnologue.com to locate the names of all known world languages

Reference for World Languages: www.ethnologue.com

LEP Extract Inclusion Criteria

- The LEP extract will include students who are withdrawn or inactive if they had an active LEP record during the current school year (July 1 to June 30)
- The district extract should produce ONE record per student.

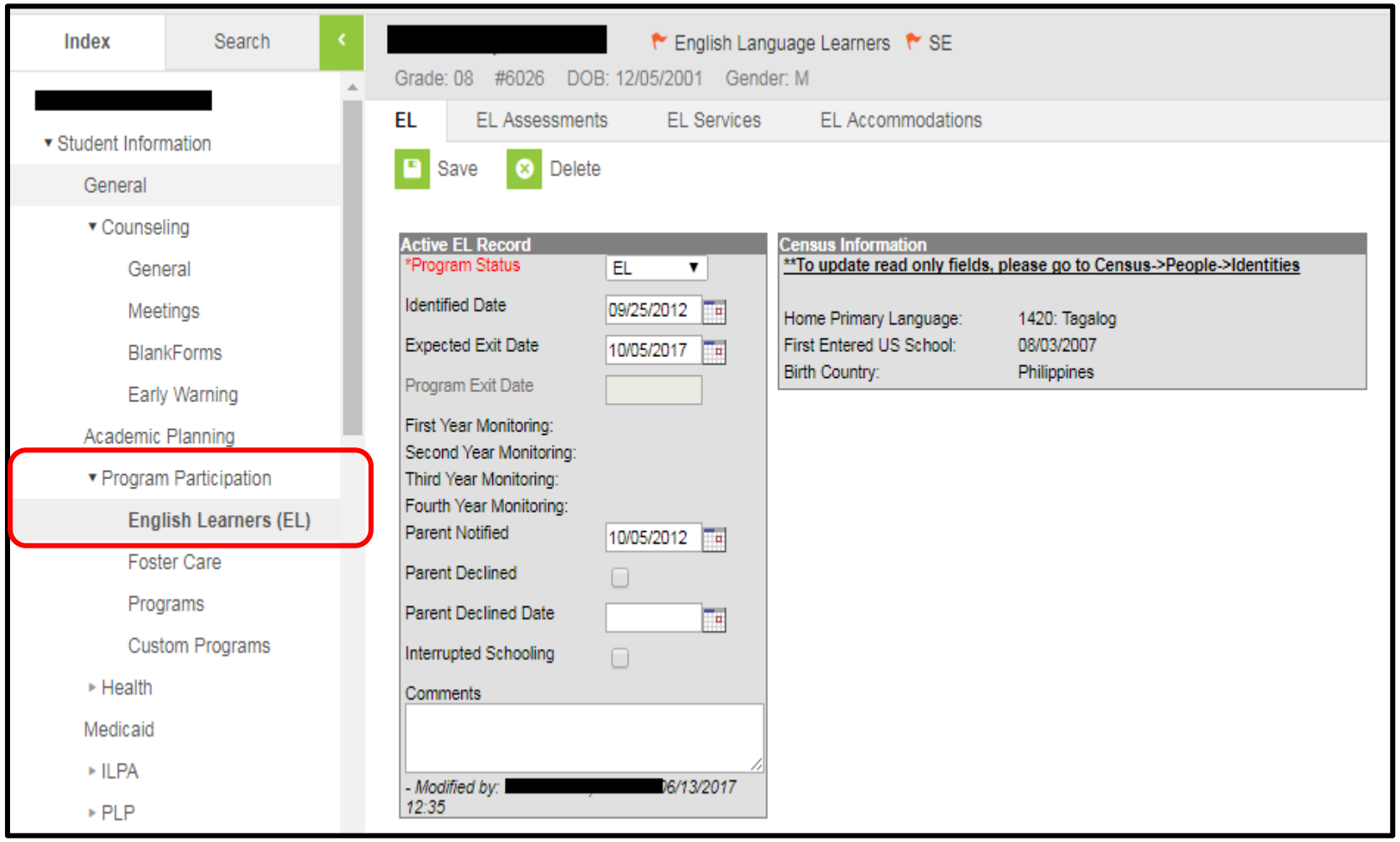
EL Duplicates

The way to edit EL history is by deleting the current EL. If the EL history is a duplicate, simply delete the current EL record and use the one in the history. If it is not a duplicate, delete the current EL, end date the EL history, and then create a new EL record with current information.

LEP Extract Inclusion Criteria

- Student must have at least one LEP Service type selection on the most recent LEP record to be included in the extract.
- Student must have at least one Accommodation on the most recent LEP record to be included in the extract.

Program Status = EL



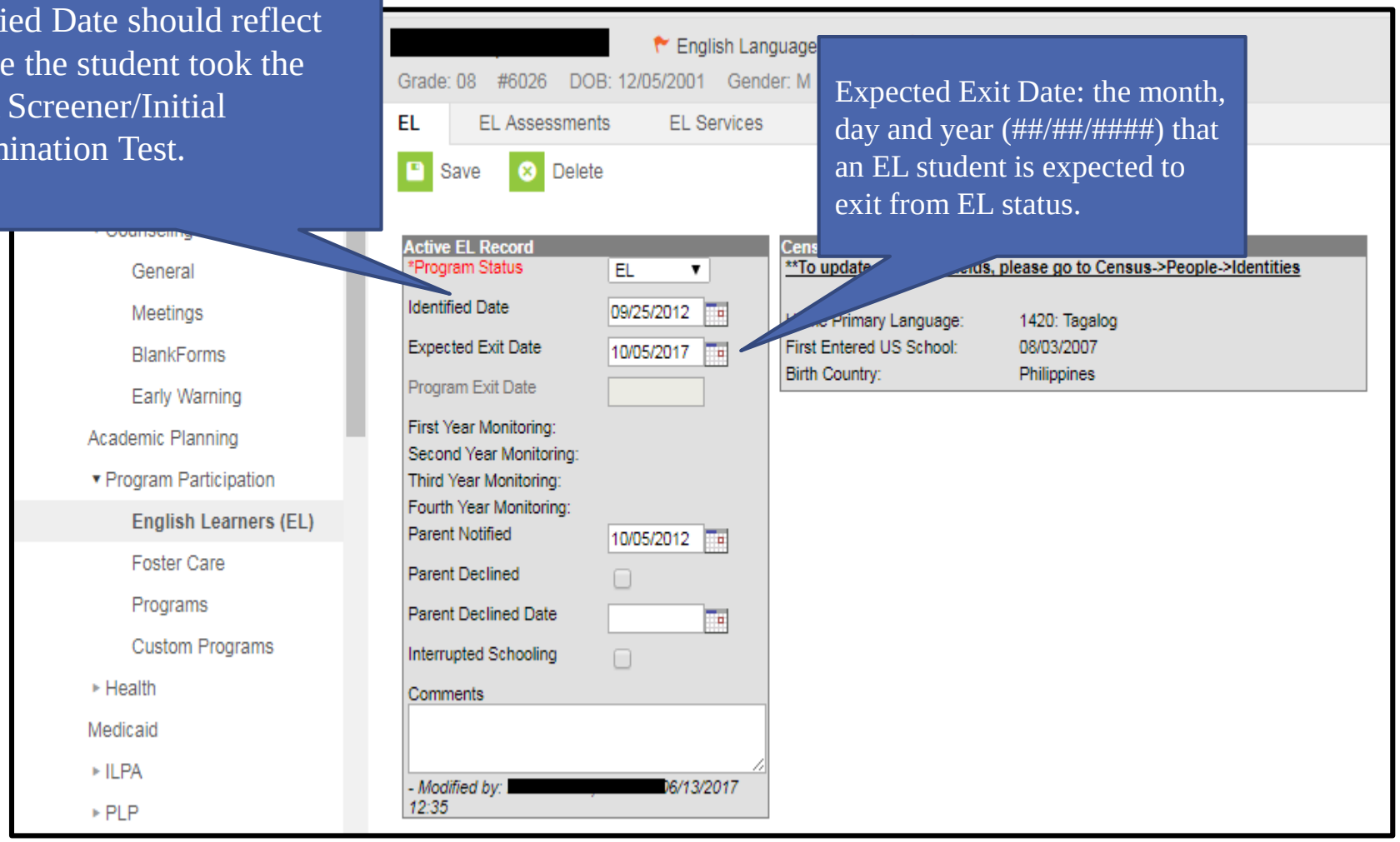
LEP Extract Exclusion Criteria

- If student has an actual exit date on the EL tab that is not in the current school year (as defined by July 01-June 30 of the Year selected on the toolbar), they will be excluded from the warning report and extract.

Dates

Identified Date should reflect the date the student took the WIDA Screener/Initial Determination Test.

Expected Exit Date: the month, day and year (##/##/####) that an EL student is expected to exit from EL status.



Calculating Enrollment Based on Total Days Enrolled

- This is a calculated field based on enrollment start and end date of most recent Primary enrollment.
- Enrollment will be calculated as:
  - % Enrolled = Total Days Enrolled/Total Instructional Days in school calendar, for all schools in the district.

Calculated Enrollment

Example 1:

School A: 90/175
School B: 50/175
School C: 35/175

Student A:
Jose Flores

Total 175 enrolled days / 175 instructional days in district = 1.00

Example 2:

School A: 90/175
School B: 30/175
School C: 35/175

Student B:
Mara Chin

Total 155 enrolled days / 175 instructional days in district = 0.89

Example 3:

School A: 90/175
School B: 50/177
School C: 35/175
Total Enrolled days (A + B + C) = 175

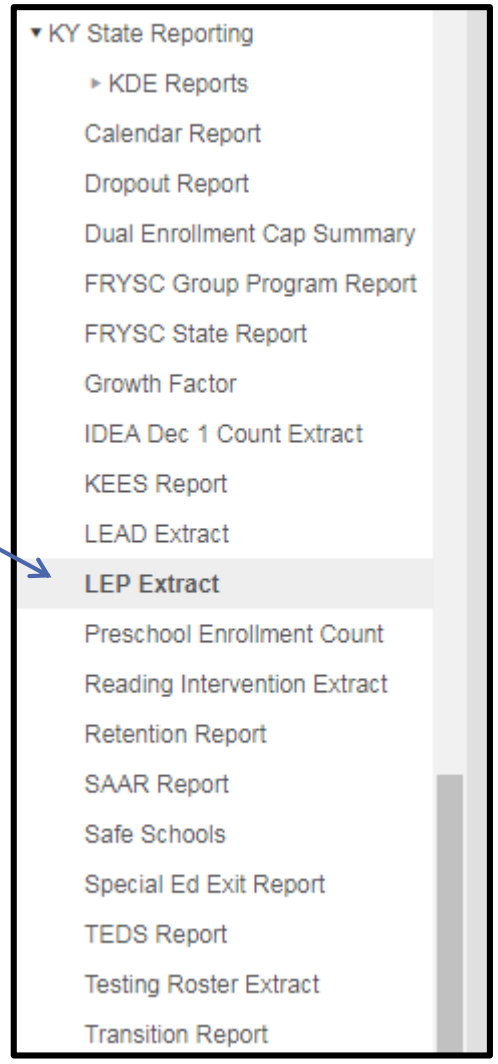
Student C:
Alexi Davic

[Total Enrolled Days = 175] /
[(Longest calendar in which student was enrolled = 177)] = 1.00

Calculating Enrollment

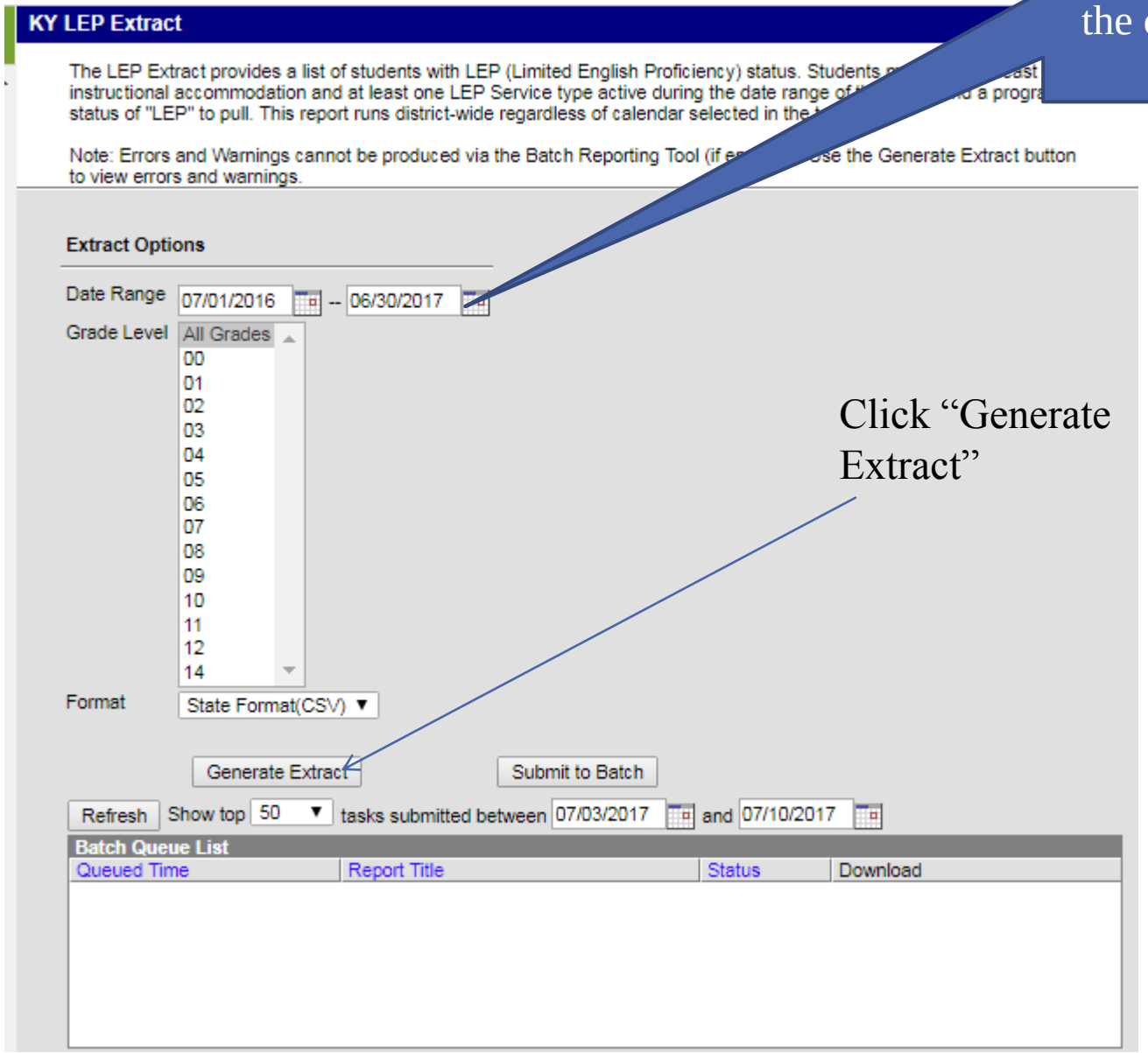
R	S	T	U
EnrollmentStartDate	EnrollmentEndDate	TotalDays	%Enrolled
8/11/2016		175	1
8/11/2016		175	1
8/11/2016		175	1
8/11/2016		175	1
8/11/2016		175	1
8/11/2016		175	1
8/11/2016		175	1
8/11/2016		175	1
8/11/2016		175	1
8/11/2016		175	1
8/11/2016		175	1
8/11/2016		175	1
8/11/2016		175	1
8/30/2016		154	0.88
8/15/2016		173	0.99
8/11/2016		175	1
8/11/2016		175	1

LEP Extract
Path: KY State Reporting>LEP Extract



KY LEP Extract

Choose the start date and end date that corresponds to the current school year



Click "Generate Extract"

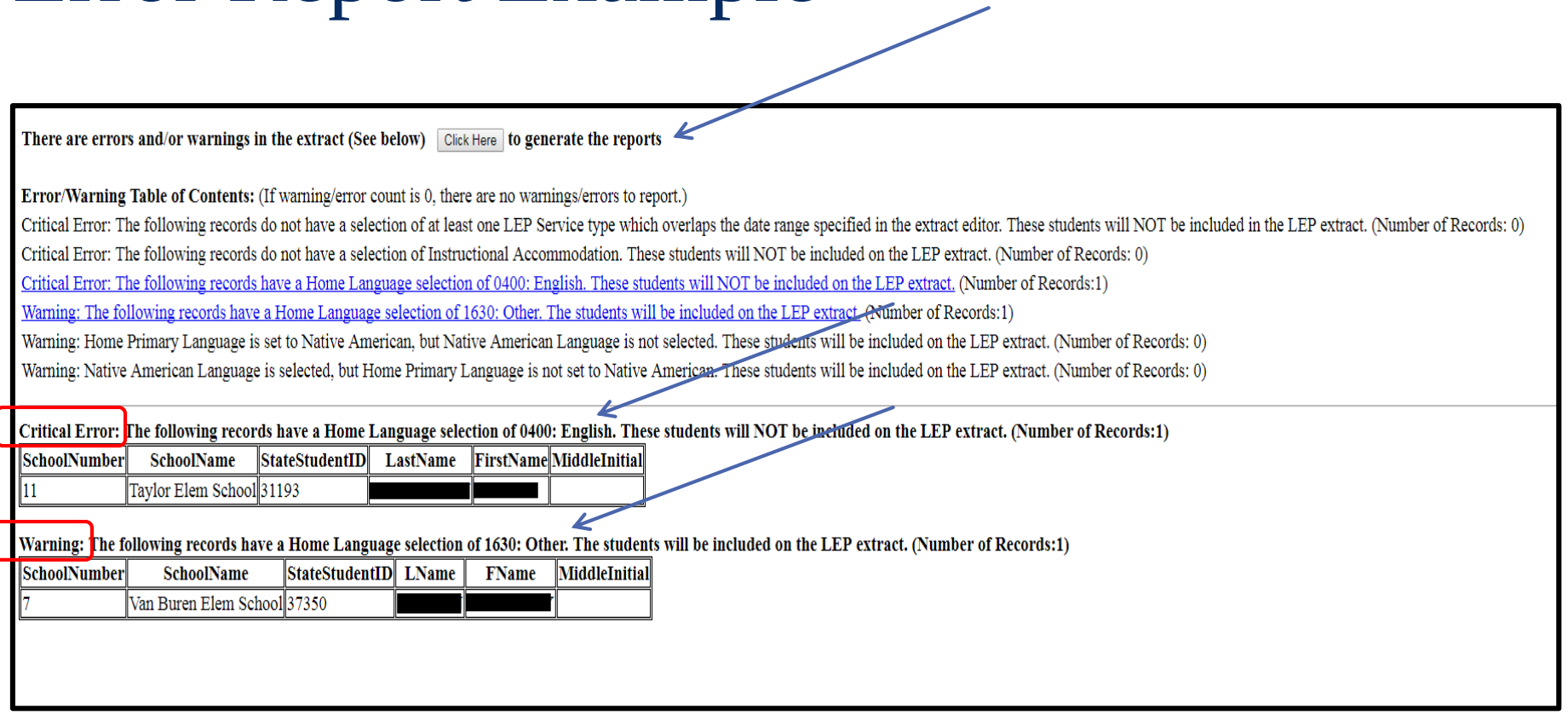
LEP Extract Errors and Warnings

- The LEP extract includes an error/warning report which runs prior to the extract. This report identifies critical errors (student record will NOT be produced on extract) and warnings (student record will be produced on extract) that must be cleaned up prior to KDE extracting the data from Infinite Campus State Edition.

LEP Extract Errors and Warnings

- The warning page is a report that runs when the user clicks the “Run Extract” button in the extract editor. The warning report will appear first. The user may then click the “Click Here to Generate Extract” button to generate the actual report.

LEP Extract
Error Report Example



There are errors and/or warnings in the extract (See below) Click Here **to generate the reports**

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)

Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records:1)

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records:1)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records:1)

SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
11	Taylor Elem School	31193	[redacted]	[redacted]	

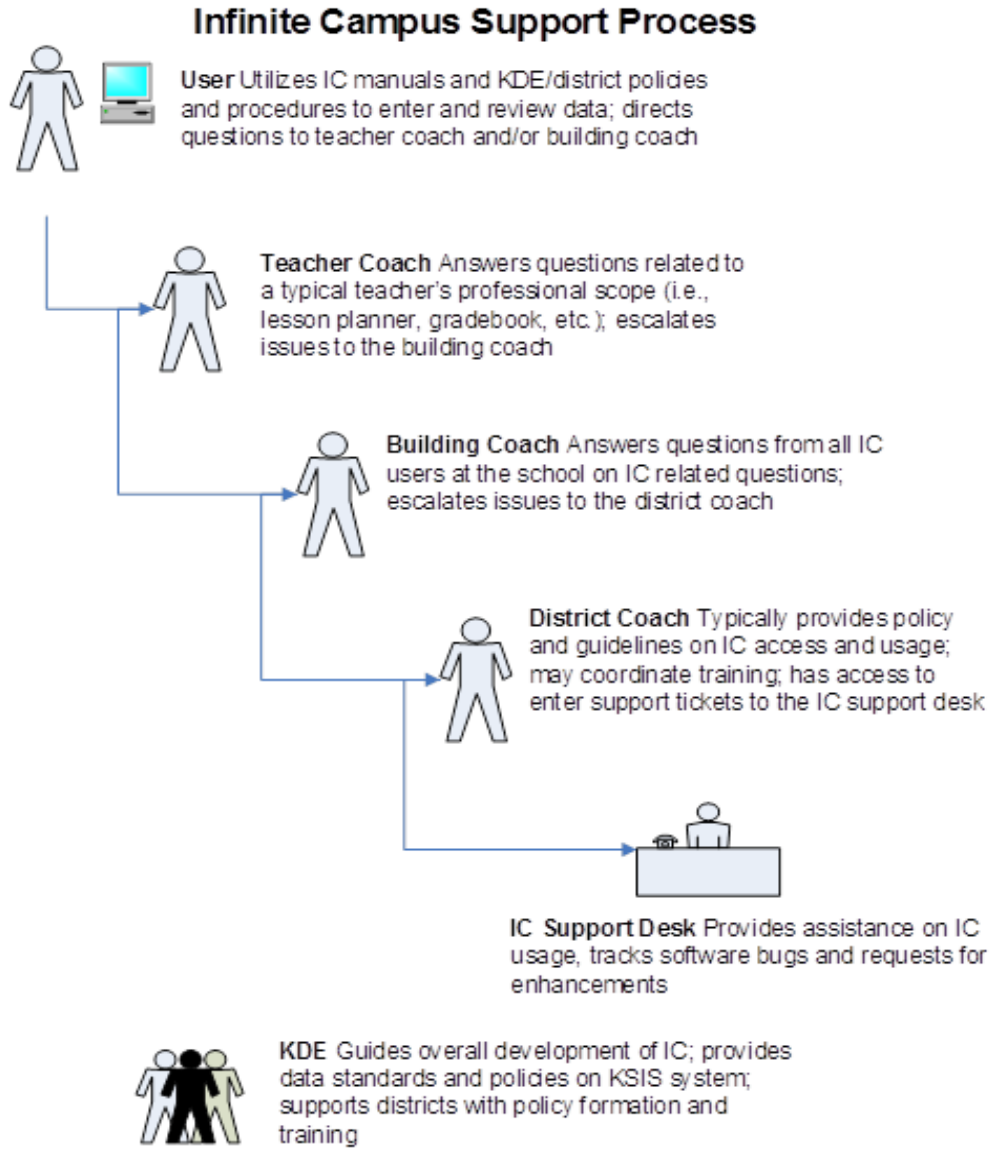
Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records:1)

SchoolNumber	SchoolName	StateStudentID	LName	FName	MiddleInitial
7	Van Buren Elem School	37350	[redacted]	[redacted]	

LEP Extract Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	DistrictNu	DistrictNa	StateStud	SchoolNu	SchoolNa	LastName	FirstName	MiddleIni	BirthDate	StateGrad	Gender	Race/Ethn	HomeLan	NativeAm	Immigran	Migrant	Refugee	EnrollmentStartDate	EnrollmentEndDate	TotalDays	%Enrolled
2	301	Infinite Ca	6026	3	Jefferson	[redacted]	[redacted]		########	8	M	3	1420 : Tagalog		N	N	N	8/11/2016		175	1
3	301	Infinite Ca	22562	10	Polk High	[redacted]	[redacted]		2/6/2002	9	M	1	1380 : Spanish		N	N	N	8/11/2016		175	1
4	301	Infinite Ca	22984	3	Jefferson	[redacted]	[redacted]		4/8/2003	8	M	3	0300 : Chinese, Man		N	N	N	8/11/2016		175	1
5	301	Infinite Ca	23429	3	Jefferson	[redacted]	[redacted]		########	8	M	3	1420 : Tagalog		N	N	N	8/11/2016		175	1
6	301	Infinite Ca	30629	3	Jefferson	[redacted]	[redacted]		########	8	F	1	1380 : Spanish		N	N	N	8/11/2016		175	1

SUPPORT PROCESS



CONTACT INFORMATION

- Questions about entering EL and immigrant data?
  - Gary Martin Gary.Martin@education.ky.gov
- Questions about IC technical issues?
  - Follow the levels of support chart in this training

RESOURCES

Infinite Campus Data Standards

http://education.ky.gov/districts/tech/sis/pages/ksis-data-standards.aspx

KDE English Learners (ELs) Home Page

http://education.ky.gov/specialed/EL/Pages/default.aspx

EL Definition of Terms

http://education.ky.gov/specialed/EL/Pages/Definition-of-English-Learners-and-Immigrant-Students.aspx

Home Language Information

http://www.ethnologue.com